



# CITY OF ATLANTA

## Job Announcement

### **BUILDINGS, ASSISTANT DIRECTOR (Permitting)**

**STARTING SALARY: \$57,530**

**Salary Grade: 30**

**Salary Negotiable**

**Applications Accepted from: February 28, 2005 until March 25, 2005.**

#### **Minimum Job Requirements \***

Persons applying must have a bachelor's degree in Engineering or Architectural Design, and five years of progressively responsible management experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Licenses and Certificates**

Persons applying for this position must present a valid GA driver's license with the application.

#### **Duties of the Job:**

Manages the development, administration, and enforcement of the city's building codes and permit process; examines and reviews complex plans for new construction, alterations, and repairs; organizes and prioritizes daily work assignments; works to meet the objectives of the bureau; guides and instructs private citizens in the development of projects; communicates effectively both orally and written with all bureau personnel, City officials, and outside professionals; supervises assigned staff.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.**

- Verification required prior to appointment.

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**